
Community Action of Ventura County

Board of Directors Agenda

Regular Board Meeting

January 12, 2022

6:00 P.M.

Community Action of Ventura County, Inc.

Zoom Meeting Link:

<https://us02web.zoom.us/j/87423947716?pwd=S3MyN2dJUXBVMY9RUmM0U0w0b1loZz09>

Meeting ID: 874 2394 7716

Passcode: 621621

Mobile: +16699009128

Chairperson: **Vincent Stewart**; Vice-Chair: **Magda Weydt**; Secretary/Treasurer: **Anson Mar**; Executive Committee Directors at-large: **Dr. Ramon Flores, Kate Mills and James Boyd**; Other Directors; **Joe Asebedo, Dr. Betsy Connolly, Lorena Guereca, Jayn Walter, Sabrena Rodriguez, Cindy Goldberg and Christina Villasenor**; Staff: Executive Director, **Susana Lopez-Garcia**; Controller, **Fe DeLeon**, Community Services Manager, **Claudia Lozano**, HEAP Manager, **Maria Ramirez**, Energy Services Manager, **Fanni Azueta-Lee** and Recording Secretary, **Catalina Solis**

(NOTE: IF AFTER THE BOARD MEETING IS CALLED TO ORDER, THERE IS AN ABSENCE OF A QUORUM OF THE BOARD OF DIRECTORS, THE MEETING MAY BE ADJOURNED AND THE EXECUTIVE COMMITTEE SHALL BE CONVENED.)

1. **CALL TO ORDER / READING OF THE CAVC PROMISE & MISSION**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

ABSENTEE POLICY: The Bylaws Section IV (Structure), F. (Absenteeism) reads, "Six absences within the previous past 12 months from the regular meetings shall constitute grounds for immediate removal from the Board by a 2/3rd vote of the actual Board." The Bylaws Section XII (Redress Procedures), A (Procedure for Removal of Board Member) must be followed if removal is to be considered

4. **SEATING / RESIGNATION:** Accept candidacy of Dr. Ramon Flores for the Private Sector- (due to the redistricting changes that no longer have him as Public Sector for District #5 appointee).
5. **PUBLIC COMMUNICATIONS** *2 minutes*

At this time the Community is invited to speak to Community Action of Ventura County on subjects not on the agenda. Please limit your presentation to five minutes. *Este tiempo esta designado para cualquier persona que este presente y que desee hacer una presentación ante la Acción Comunitaria del Condado de Ventura. Haga el favor de limitar su presentación a cinco minutos.*
6. **REVIEW / RE-ORDERING OF THE AGENDA:** *1 minute.*
7. **PRESENTATIONS, TRAININGS, PROCLAMATIONS AND COMMENDATIONS:** *5 minutes*

Video on Wx with Alex – instructional video framing the process of weatherizing a home.
8. **EXECUTIVE DIRECTOR'S REPORTS** *15 minutes*
 - A. Executive Director's Report
 - B. Program Reports for December 2021
 - C. Financial Report through November
 - D. Finance Report through December DRAFT
9. **CONSENT CALENDAR:** *5 minutes.*

All matters listed on the Consent Calendar are expected to be non-controversial and will be enacted by one motion. There will be no separate discussion of these items. If discussion is required, that item will be removed from the Consent Calendar. Items removed from the Consent Calendar will be discussed after the balance of the Consent Calendar has been approved and before the beginning of the Business Items. The Consent Calendar will be voted on and approved by a **Roll Call** vote.

- A. Consider acceptance of the minutes of the Regular Board Meeting of 12-8-2021

10. PUBLIC HEARINGS: None.

11. BUSINESS ITEMS: *40 minutes*

A. CSD Requirements / CSBG Administration -Organizational Standards of the month

Organizational Standards 2021 Update

Time allotted: *5 minutes*

B. Discuss Partnerships, Collaborations and support from Board

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Discuss specific ways in which board of directors can contribute to supporting, services and advocacy efforts.

Time allotted: *10 minutes*

C. CAVC COVID-19 Policies & Procedures

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Board review and approve Updated CAVC COVID-19 policies and procedures.

Time allotted: *10 minutes*

D. Strategic Plan 2023-2027 Update

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: A standing agenda item will be made until the completion of the Strategic Plan. The plan will become an “Action Item” with the full board’s participation. Board members can express their interest at each board meeting.

Time allotted: *10 minutes*

E. Strategic Plan Ad Hoc Committee

Board Liaison: Chair, Vincent Stewart

Staff Liaison: Executive Director, Susana Lopez-Garcia

RECOMMENDATION: Dissolve the Strategic Plan Ad Hoc Committee .

Time allotted: 5 minutes

CLOSED SESSION: Executive Director objectives & review-per Brown Act section #54957.1

12. CORRESPONDENCE, ROSTERS, INFORMATION ITEMS AND FUTURE AGENDA ITEMS:

- A) Board & Staff Holidays approved calendar.
- B) Updated Staff Phone List.
- C) HEAP Outreach Calendar.
- D) HEAP Outreach Sites.
- E) Community Market & Food Hub Calendars.
- F) Homeless Services schedules (including Clothing Closet).
- G) CAVC Organizational Chart.
- H) Board Training Calendar-discuss possible trainings.

13. BOARD MEMBERS REPORTS AND ANNOUNCEMENTS

2-9-2022 Next Regular Board Meeting. Items Board Members wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on the appropriate upcoming agenda(s). Other comments and announcements by Board members may also be made at this time.

CAVC Standing Committees:

- (A) **Executive Committee:** Chair, Stewart; Vice-Chair, Weydt; Secretary/Treasurer, Mar; Director, Dr. Flores, Director, Mills and Director Boyd. Staff: Executive Director, Susana Lopez-Garcia, Next EC meeting TBD.
- (B) **Fund Development Committee:** Director Mills and Weydt. Next meeting TBD.
- (C) **Finance Committee:** Secretary/Treasurer; Mar, Chair, Director Stewart; and Director Dr. Flores Staff: Executive Director, Susana Lopez-Garcia. Next meeting March 2022.
- (D) **Board Development Committee:** Chair, Director Stewart, Vice-Chair, Director Dr. Flores. Chair Stewart & Dr. Ramon will report out progress on *redistricting & possibility of Gabe Teran appointment* & Next meeting TBD.

Ad Hoc Committee:

- (A) **Strategic Plan Ad Hoc Committee:** Chair Stewart, Directors Kate Mills, Lorena Guereca and Sabrena Rodriguez. Next meeting in early February.

14. ADJOURNMENT

** California Corporate Code 5512 (c) regarding quorum states "...the members of a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum." (Therefore, if a quorum of a Board of Directors with 15 members is 8 members, and meeting is held with this quorum present, and some members subsequently leave the meeting, a decision can be made by a majority vote of 5 members, where all 5 vote in the same way).*

In compliance with the Americans with Disabilities Act, if you need special assistance to review an agenda or participate in this meeting, including auxiliary aids or services, please contact the Administrative Assistant at (805) 816-6427. Upon request, the agenda can be made available in appropriate alternative formats to persons with a disability. Any request for disability-related modification or accommodation should be made at least 48 hours prior to the scheduled meeting to assist the CAVC staff in assuring reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104; ADA Title II)